

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
AUGUST 28, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, August 28, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B. A List of Participants is given in Attachment C. The purpose of the meeting was to address items of importance identified in the Agenda.

INTRODUCTION

Mr. Sotomayor called the meeting to order by taking attendance and reviewing the agenda.

REVIEW OF MINUTES

The minutes from the August 14, 2002, teleconference were reviewed and approved as written.

ANNOUNCEMENTS

Mr. Sotomayor announced that Charlie Dyer is again an official member of the Committee.

Bill Ingersoll will be leading the September 11, 2002, teleconference and will be acting chair in Mr. Sotomayor's absence.

It was noted that the brochure for NELAC 8i has been posted to the website. Some of the members announced that they received their invitations from INELA and have joined.

STATUS OF ACTION ITEMS

- Faust Parker tabulated the final list, in order of importance, of topics received from the assessors and sent it to the members. The tabulated list will be used later in this teleconference to choose a tentative list of topics to be addressed at the assessors' forum.
- Mr. Sotomayor discussed with Mr. Dyer the concerns about the Chapter 5 checklist, which will be discussed later in this teleconference.
- Fred Siegelman is creating a presentation comparing the 2000 and 2001 Standards for the assessor's forum.
- Dan Hickman will ask Ken Jackson, New York State Department of Health, to give the presentation regarding the implementation of changes to the Standards.

- The Committee will discuss proposed definitions for the terms “observation,” “findings,” and “deficiency” later in this teleconference.
- Mr. Sotomayor forwarded the latest draft of the NELAC directory to the members. The feedback he received concerning the directory will be forwarded to Anteon for update.

PROPOSED DEFINITIONS

The Committee discussed the proposed definitions Marlene Moore sent them for “observation,” “finding,” and “deficiency” which may be viewed in Attachment D. Discussion ensued concerning the definitions, and changes were made as follows:

Finding: an assessment conclusion that identifies a deviation from a NELAC standard requirement that results in a significant negative effect on data quality. An assessment finding is supported by specific examples and must be referenced to the NELAC standards. (NELAC)

Deficiency: See Finding

Observation: the act of documenting a comment, remark, or data during an assessment and is supported by objective evidence but cannot be referenced back to the NELAC standards requirements and may not require a formal corrective action.

ASSESSOR’S ELECTRONIC FORUM

Final Selection of Agenda Items and Presenters

The Committee decided that each topic for the forum should not exceed half an hour including the presentation and possible Q&A for each topic. Discussion ensued and it was noted that some topics might not take a full half hour, leaving time for more topics if necessary. Following is a tentative list of topics and presenters the Committee discussed.

- Comparison of the 2000 and 2001 standards (Dr. Siegelman)
- Chapter 5 Checklist (Mr. Dyer)
- AA presentation regarding the implementation of changes to the Standards (Mr. Jackson, tentative)
- Evaluating corrective action efforts, internal audits, and possibly management systems (Ms. Moore, tentative)
- Reviewing raw data and selecting data packages for review (Mr. Hickman, tentative)

- Recording and reporting deficiencies and findings (Jack Hall, tentative)

The list of topics and presenters for the forum will be finalized at the September 27th, 2002, teleconference. Mr. Ingersoll will make the decision in Mr. Sotomayor's absence whether or not to keep a topic if a presenter cannot be found.

Logistics

Mr. Sotomayor will speak with David Friedman concerning the logistics of the forum, such as registration, the ability to send information to attendees during the forum, etc. The committee felt that the tabulated list that Mr. Parker created should be sent to attendees of the forum.

FUTURE MEETINGS

The next teleconference will be on Wednesday, September 11, 2002, at 1:00 p.m. EDT.

ADJOURNMENT

Mr. Sotomayor adjourned the meeting, as there was no further business to discuss.

ATTACHMENT A

**AGENDA
ON-SITE ASSESSMENT COMMITTEE MEETING
AUGUST 28, 2002**

1:00 – 1:05	Attendance
1:05 – 1:10	Agenda Repair Announcements Status of Action Items Approval of Past Minutes
1:10 – 1:15	Final Version of Chapter 3
1:30 – 2:25	Assessors' Electronic Forum *Final Selection of Agenda Items *Assigning Presenters and Leads *Logistics
2:25 – 2:30	Next Steps/Adjournment

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
AUGUST 28, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1	8/28/02	Mr. Ingersoll will be leading the September 11, 2002, teleconference and will be acting chair in Mr. Sotomayor's absence.	9/11/02
2	8/28/02	Mr. Sotomayor will speak with Mr. Friedman concerning the logistics of the forum.	9/27/02
3	8/14/02	The Committee will produce the final list of topics for the forum.	9/27/02
4	7/31/02	Dr. Siegelman will help craft a presentation comparing the 2000 and 2001 Standards for the assessors' forum.	10/1/02
5	7/31/02	Mr. Hickman will ask Dr. Jackson, New York State Department of Health, to give the presentation regarding the implementation of changes to the Standards at the forum.	9/11/02
6	7/31/02	The Committee will discuss proposed definitions for the terms "observation," "finding," and "deficiency."	10/23/02
7	6/26/02	Presenters for the assessors' electronic forum will submit all presentation materials to Mr. Friedman for quality control.	10/1/02

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
AUGUST 28, 2002**

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ATTACHMENT D

The following are the current NELAC definitions:

Deficiency: an unauthorized deviation from acceptable procedures or practices, or a defect in an item. (ASQC)

Finding: an assessment conclusion that identifies a condition having a significant effect on an item or activity. An assessment finding is normally a deficiency and is normally accompanied by specific examples of the observed condition. (NELAC)

Recommend changing these definitions to the following:

Deficiency: See Finding

Finding: an assessment conclusion that identifies a condition having a significant effect on an item or activity. An assessment finding is a deficiency and is accompanied by specific examples of the observed condition. (NELAC)

Add the following definition

Observation: the act of noticing something followed by its documentation in the form of a comment, remark or data.